

## WORKPLAN

*(Insert Name of Recipient)*

### Workplan for CERCLA Section 104(k) Cleanup Cooperative Agreement October 1, 2008 thru September 30, 2011

#### 1. GOAL 4: Healthy Communities and Ecosystems

##### Objective 4.2 Communities – Sustain, Clean Up, and Restore Communities and the Ecological Systems that Support Them

##### Subobjective 4.2.3 Assess, Clean Up and Redevelop Brownfields

#### CFDA: 66.818 Assessment, Cleanup, and Revolving Loan Fund Grants

**OBJECTIVE:** (Insert short (2-3 paragraph) description and objectives of recipient's project/program)

**Example:** The Small Business Liability Relief and Brownfields Revitalization Act (SBLRBRA) was signed into law on January 11, 2002. The Act amends the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, by adding Section 104(k). Section 104(k) authorizes the U.S. Environmental Protection Agency (EPA) to provide funding to eligible entities to inventory, characterize, assess, conduct planning related to, remediate, or capitalize revolving loan funds for, eligible brownfield sites. Entities are selected from proposals prepared in accordance with the "Proposal Guidelines for Brownfield Assessment, Revolving Loan Fund, and Cleanup Grants," and submitted in a national competition. The City of Anywhere, USA, as a general purpose unit of local government, was selected for Cleanup funding in the FY 2008 competition.

Our city's ABC area has been in economic and physical decline for the past 20 years, with the possibility of lingering contamination from former commercial operations such as XYZ. Remediating brownfields properties in this area will aid the redevelopment of this area in accordance with the City Master Plan, and bring about a higher use that is more beneficial to the community. The goals of the project to be funded by this cooperative agreement is to remediate the subject brownfields property, to facilitate the properties' redevelopment. These goals will be accomplished by and performing Non-site-specific tasks and Site-specific tasks. Non site-specific tasks include hiring a Qualified Environmental Professional, obtaining remedial contractor services and performing public outreach. Site-specific tasks include preparing a community relations plan, a QAPP, an ABCA and enrolling in the state VCP.

Cooperative agreement funding will be used to cover the costs of activities at or in direct support of brownfields sites as defined under CERCLA 101(39). The overall coordination of the cooperative agreement will be carried out by the City/Town/non-profit Project Manager, assisted by the Finance Department Manager and the City Attorney, with technical assistance and oversight to be performed by an environmental consultant and the VCP.

#### 2. FUNDING: \$XXX,XXX Hazardous Substances; \$XXX,XXX Petroleum

#### 3. BUDGET:

The total costs estimated for the project must agree with the amounts contained in the Application for Federal Assistance Budget Page (Form 424a). (Use amounts from proposal. Submit two budgets if you receive both hazardous substances and petroleum funding.)

	Task 1 (insert task name)	Task 2 (insert task name)	Task 3 (insert task name)	Task 4 (insert task name)
Personnel				
Fringe Benefits				
Travel				
Equipment*				
Supplies				
Contractual				

Other (specify)				
<b>Total</b>				
<b>Cost Share</b>				

- EPA defines equipment as items that cost \$5000 or more. Items costing less than \$5000 are considered supplies.

#### 4. WORKPLAN TASKS:

The Workplan must describe the tasks/activities to be accomplished, the expected time frame for accomplishment (commitments), the projected results of the activities (outputs) and deliverables, and the projected environmental improvement (outcomes).

**Example Task 1: Cooperative Agreement Oversight** – (Describe this task, which could include: Hiring a Qualified Environmental Professional (QEP), attending relevant training & conferences, preparing quarterly/final progress reports, Property Profile Forms, and financial status reports, administering project closeout, obtaining legal assistance (property title search, applicable regulation interpretation, etc.), and such)

Activities (commitments)	Expected Timeframe for Accomplishment (FFY Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)
<b>Example Activity 1: Obtain QEP services.</b> Prepare Request For Proposals, evaluate applications, conduct interviews, hire contractor. Prepare scope of work. Prioritize, track and evaluate contractor products. Conduct periodic project status meetings with contractor to discuss project issues and priorities. Conduct annual performance evaluations for contractor.	1 <sup>st</sup> Quarter	High quality contractor work products that meets the recipient's and EPA's expectations; confirmation in quarterly report that contractor selection was competed and made.	Maintain effective work force to meet workplan commitments
<b>Activity 2: Reporting;</b> including Quarterly reports, preparation and updating of property profile forms	Ongoing activities	Report on Grant Activities	Ensures compliance with Terms & Conditions Reporting Requirements
<b>Activity 3: Request for Reimbursements or Advances</b>	Ongoing activities	Ensure payments for grant related activities and contractors	Keeps Project moving toward completion
<b>Activity 4: Travel &amp; Training;</b> Attend brownfields related meetings, training sessions and conferences	Ongoing activities	Meetings, conferences, training sessions attended	Increase knowledge of brownfields issues and programs
<b>Etc.</b>			

**Example Task 2: Community Involvement** - (Describe this task, which could include: Developing brochures on sites addressed by cooperative agreement, updating existing public outreach materials, conducting public workshops/meetings/press events, etc.)

<b>Activities (Commitments)</b>	<b>Expected Timeframe for Accomplishment (FFY Quarter)</b>	<b>Projected Results of Activities (Outputs) &amp; Reporting</b>	<b>Projected Environmental Improvement (Outcomes)</b>
<b>Example Activity 1: Prepare Community Relations Plan</b>	2 <sup>nd</sup> quarter	Describes plan for notifying community about cleanup	Improve understanding and participation in cleanup and redevelopment process
<b>Activity 2: Establish Information Repository</b>	TBD	Allows public to review site assessment & cleanup history	Improves understanding of how cleanup alternative was selected
<b>Activity 3: Public Meetings</b>	TBD	Inform public of cleanup activities and provide a chance for input & comment	Improves understanding of cleanup and allows for potential modifications based on public input
<b>Activity 4: 30 Day Public Comment Period on ABCA</b>	TBD	Allows for review and comment of cleanup related documents	Allows for consensus on cleanup
<b>Etc.</b>			

**Example Task 3: Site-Specific Activities** - (Describe this task, which could include: Meetings with state and EPA, oversight of cleanup activities and collection of confirmatory samples)

<b>Activities (Commitments)</b>	<b>Expected Timeframe for Accomplishment (FFY Quarter)</b>	<b>Projected Results of Activities (Outputs) &amp; Reporting</b>	<b>Projected Environmental Improvement (Outcomes)</b>
<b>Example Activity 1: Hold a kickoff meeting with State, EPA and QEP</b>	TBD	meeting	Makes sure all agencies are in agreement with cleanup plan
<b>Example Activity 2: Oversight of cleanup activities</b>	During remedial activities	Number of inspections; site reports by QEP	Assures cleanup is conducted in compliance with VCP
<b>Activity 3: Collection of confirmatory samples</b>	When remedial activities are complete	Number of samples and analytical results	Assures cleanup has met VCP cleanup levels
<b>Etc.</b>			

**Example Task 4: Cleanup Related Activities** - (Describe this task, which could include: Developing site related and state/EPA required cleanup documentation from initiation to completion.)

<b>Activities (Commitments)</b>	<b>Expected Timeframe for Accomplishment (FFY Quarter)</b>	<b>Projected Results of Activities (Outputs) &amp; Reporting</b>	<b>Projected Environmental Improvement (Outcomes)</b>
<b>Example Activity 1: Prepare Analysis Of Brownfields Cleanup Alternatives and other State related remedial design and engineering Cleanup documents</b>	1st quarter 2008	Approved Report documenting how and why cleanup alternative was selected; approved engineering design documents and approved budget	Assures cleanup alternative is selected and communicated to public; assures cleanup will be done in compliance with state response program and EPA funds will be used for eligible activities

<b>Activity 2: Prepare Site Specific Quality Assurance Project Plan and Health and Safety Plan</b>	TBD	EPA approved QAPP	Assures that quality data is used in determination of cleanup complete
<b>Activity 3: Prepare State-required cleanup completion/closeout documents, including AULs if needed</b>	TBD	Report documenting cleanup is complete	State approval of cleanup and assurances that cleanup is protective of human health and the environment
<b>Activity 4: Obtain State Approval of cleanup complete in writing Or LSP/LEP determination in MA/CT</b>	TBD	Letter, submitted to EPA	Site is officially clean and ready for reuse; assists in documenting cleanup completes; estimated number of brownfield property acres available for reuse
<b>Etc.</b>			

## 5. QUALITY ASSURANCE

Prior to undertaking confirmatory sampling, the (name of grantee) will prepare and submit a Quality Assurance Project Plan (QAPP) which meets with the approval of the U.S. EPA Region I Brownfields Program. The QAPP will describe the sampling and analytical strategies, methods, and procedures approved by EPA.

## 6. PRE-AWARD COSTS (Grantee to include this section if appropriate)

(Name of Grantee) requests the approval of pre-award costs for this cooperative agreement. It is estimated we will need \$XXXX to do the following activities: .

(Pre-award costs are normally for activities that occur between July 1 and October 1 with the understanding that your grant award begins October 1, 2008. If you have any activities that you believe will take place *before* July 1 (attendance at Brownfields 2008 in Detroit for instance), these activities must be specifically approved by a senior official at EPA. Payment for costs incurred prior to October 1, 2008 will be reimbursed after the official award of the cooperative agreement. The grantee incurs these costs at their own risk.)

## 7. ATTACHMENT 1 (Provide completed copies of Attachment 1 for each budget Task where non-contractual costs are being incurred.)